

Wording change for the Lake County Policy and Practices Employee Manual

Effective October 26, 1999

- **Section 29/Corrective Action**
Add to Number 8-PRE-DETERMINATION CONFERENCE
If an employee decides to appeal the decision, the employee should proceed to Step 2 of the Grievance Procedure.
- **Section 30/Grievance Procedure****Revise text to step 1 as follows:**
This is the initial step for an employee who has not had a Pre-Determination Conference (PDC), who feels there is (are) a valid reason(s) for complaint. If a PDC was held, proceed to step 2. If no PDC was held, the employee may request, within 30 days of occurrence, a conference with their Supervisor and Department Director. The Department Director shall make every effort to resolve the complaint at this point by encouraging open communication and understanding. The employee will be given a written report detailing the discussion with their Department Director regarding the efforts to resolve the complaint (s) stating the issues that have been resolved and any remaining unresolved issues. If the employee is dissatisfied, the process continues to Step 2.
- **Section 35/Educational Assistance**
Revise Number 2, Paragraph 2
The Human Resources Department will review the application for employee eligibility and availability of funds, and approve/disapprove the application. Please keep these changes with your copy of the manual at all times. If you have any questions regarding this addendum, please contact the Human Resources Office at X 9694.